

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE COUNCIL OF THE CITY OF  
SANTA BARBARA RELATING TO THE DESTRUCTION OF  
RECORDS HELD BY THE FIRE DEPARTMENT IN THE  
ADMINISTRATION DIVISION

WHEREAS, the City Council adopted Resolution No. 07-066 on July 24, 2007, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Fire Chief submitted a request for the destruction of records held by the Fire Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records";

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Fire Chief or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

**FIRE DEPARTMENT – ADMINISTRATION DIVISION**

<u>Records Series</u>	<u>Date(s)</u>
Calendars	1986-1990
Complaints	1982-2001
Correspondence	1974-2004
Equipment Records	1978
General Administrative Files	1983-2006
Membership in Associations, Societies, and Committees	1989-1990
Personnel Recruitment Files	1988-1995
Reports and Studies	1993
Staff Working Papers	1986-1998
Subject Files	1986-2003
Administrative Subject Files	1972-2005
Fire Prevention Records	1981-2002
Occupancy Files	1967-1999
Timesheets	1997-2001